

Administration

Interdepartmental, Interagency, Interservice, and Intraservice Agreements

For the Commander in Chief:

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Official:



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**Supplementation.** Commanders will not supplement this regulation without Commander in Chief, USAREUR, approval.

**Internal Control System.** This regulation is subject to AR 11-12. It contains internal control provisions but does not contain checklists for conducting internal reviews. The checklists are in DA Circular 11-88-6.

**Interim Changes.** Interim changes to this regulation are not official unless authenticated by the Deputy Chief of Staff, Information Management, USAREUR. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent of this regulation is the Office of the Deputy Chief of Staff, Resource Management, HQ USAREUR/7A (AEAGF-IA, 370-3182/6242). Users may send suggestions to improve this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander in Chief, USAREUR, ATTN: AEAGF-IA, Unit 29351, APO AE 09014 (fax 370-4002).

**Summary.** This regulation updates policy and procedures for establishing agreements in USAREUR.

**Applicability.** This regulation applies to USAREUR personnel involved in approving and completing agreements.

**Distribution.** Distribute according to DA Form 12-88-E, block 0032, command level B.

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\*This regulation supersedes USAREUR Regulation 1-7, 22 July 1993.

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## SECTION I GENERAL

### 1. PURPOSE

This regulation-

a. Implements Department of Defense Instruction (DODI) 4000.19.

b. Establishes responsibility for USAREUR participation in-

(1) The Defense Regional Interservice Support (DRIS) Program.

(2) Other interdepartmental, interagency, interservice, and intraservice support arrangements, understandings, and agreements that involve support to or from USAREUR.

### 2. REFERENCES

Appendix A lists references.

### 3. ABBREVIATIONS AND TERMS

The glossary explains abbreviations and terms used in this regulation.

### 4. RESPONSIBILITIES

a. Heads of HQ USAREUR/7A staff offices will-

(1) Provide functional guidance for support identified in appendix B during negotiations of memorandums of agreement (MOAs), memorandums of understanding (MOUs), and DD Forms 1144 (Support Agreement).

(2) Be functional agents for actions and agreements identified in paragraph 7.

b. The Chief, Agreements Division, Office of the Deputy Chief of Staff, Resource Management (ODCSRM), HQ USAREUR/7A-

(1) Is the executive agent for implementing this regulation to meet HQ USAREUR/7A needs.

(2) Will-

(a) Assign a number to each MOA, MOU, and other agreement (except interservice or intraservice agreements (ISAs)).

(b) Negotiate, conclude, and distribute MOAs and MOUs when required.

(c) Be the HQ USAREUR/7A liaison between non-USAREUR and USAREUR organizations for reimbursable and nonreimbursable support.

(d) Maintain the USAREUR consolidated files for agreements.

(e) Solve HQ USAREUR/7A agreement implementation problems when the problems are beyond the authority of the tactical or area support group (ASG) commander to solve.

c. Tactical and ASG commanders will designate an ISA coordinator who will-

(1) Coordinate with Army (USAREUR and non-USAREUR) functional activities to get operational and financial information for each category of support in appendix B.

(2) Supervise and maintain the command's central file of DD Forms 1144, and related MOAs, and MOUs. DD Form 1144 is-

(a) The authenticating document and coversheet that lists arrangements negotiated between the two parties for each functional area of support involved in the agreement.

(b) Used to program and reserve funds for requested and received support.

(c) Not a financial-obligation or orders-received document for ISAs.

(3) Be the financial adviser for agreement matters.

(4) Process DD Forms 1144 and related DD Form 448 (Military Interdepartmental Purchase Request) (MIPR), and DD Form 448-2 (Acceptance of MIPR). DD Forms 448 and 448-2 are the basis for financing the reimbursable arrangement between the parties involved. The resource management office (RMO) will-

(a) Keep a copy of each signed DD Form 1144, related DD Forms 448, and DD Forms 448-2, and other MIPR acceptance documents.

(b) Send signed copies of each DD Form 1144 to ODCSRM (AEAGF-IA) within 30 days of agreement conclusion.

(5) Plan, program, and budget for support to be provided or obtained through an agreement.

(6) Ensure stationing analysis is performed based on USAREUR Regulation 220-5.

(7) Submit an Annual Report of Interservice or Intraservice Support Agreements (RCS: AEAGF-1-7) in the format shown in figure 1.

(8) Ensure DD Forms 448 and 448-2 are used to support obligations for orders received under reimbursement. If an MIPR is accepted for category II support (direct-fund cite), the acceptor (supplier) must provide the receiver all obligation documents. Depending on MIPR acceptance (cat I support (reimbursable in-house), cat II (direct-fund cite), or a combination of both), the receiving activity must either-

(a) Send copies of the MIPRs with acceptance.

(b) Send the obligation documents citing the funds of the MIPR to its servicing finance and accounting office for obligation.

## **SECTION II INTERDEPARTMENTAL, INTERAGENCY, AND INTERSERVICE AGREEMENTS**

### **5. GENERAL**

This section-

a. Applies to agreements between USAREUR and other U.S. Government departments, agencies, services, and activities.

b. Covers interdepartmental, interagency, and interservice agreements.

### **6. POLICY**

a. The Chief, Agreements Division, ODCSRM, will delegate authority to commanders of designated USAREUR commands and activities, assigned units, and other activities to negotiate and conclude ISAs using DD Form 1144. Agreements will be made according to DODI 4000.19. ISA coordinators will use the checklist in appendix C to ensure ISAs are well planned and professionally completed.

b. The host ASG is responsible for providing or arranging for all support to the receiver (tenant) on one ISA. The ISA coordinator will coordinate the ISA with all host and non-USAREUR functional agencies providing support (communications, finance and accounting, civilian personnel, medical and dental, procurement, legal, other non-USAREUR required support).

c. The receiver (tenant) will provide an MIPR to the host ASG for support received from the host ASG or to the non-USAREUR activity for other support. The ISA will stipulate where the MIPR will be sent for support received from a non-USAREUR activity.

d. Every new and revised ISA will require a manpower annex for categories of support requiring military and civilian resources to provide the support. The manpower annex will be prepared as shown in figure 2.

(1) The actual number of military and civilian reimbursable workyears required to support a tenant will be computed in terms of an annual productive rate. An annual productive rate of 1,740 workhours will be used for military and direct-hire DA civilians (DACs). A productive rate of 1,680 workhours for direct-hire local national (LN) civilian employees, and a productive rate of 1,620 workhours for indirect-hire LN civilian employees will be used.

**INTERSERVICE AGREEMENTS (DD FORM 1144)****S U P P L I E S**

WK4WFL Agreement No.	Actual Supplier	Receiver	Unit Support/ Location	\$ Reimb	\$ Total	Terim. Date	Related MOU/MOA Between	Date Signed	21st TAACOM MOU/MOA Number	Remarks
87152-004	29th ASG	608th Mil Airlift Squadron	Ramstein	5,000	5,000	0693	DA/DAF	30 Jun/ 1 Jul 75		
85183-005	29th ASG	513th Airborne Cmd/ Control Wing 5th Mobile Aerial Port Sqdn 2176 Info Syst Sqd	Mildenhall UK	14,700	14,700	0791				
85274-008	29th ASG	66th ECW/LGT, FOR: 66th/LGS 66th/SVC 66th SVC Sqd 2134 CS 601st Tac Cont Sqd 611st Tac Cont Flight 612th Tac Cont Flight 66th CSG/SP 601st TASS 622d Tac Cont Flight	66th ECW/LGT	14,100	0991					

**Figure 1. Format for Annual Report of Interservice or Intraservice Support Agreements**

(2) Workyears may be expressed in hundredths of a workyear (for example, 17.4 direct-hire civilian (DAC) workhours would be recorded as .01 workyears on the manpower annex).

(3) The actual number of workhours required by the appropriate productive rate will be divided by the number of people and the result in workyears will be entered in the appropriate column.

(4) Reimbursable workyears recorded for each category of support must be measurable and identifiable to the supported organization. If no manpower is required to support the ISA, a statement to that effect will be entered in block 11 of the DD Form 1144.

e. Each command and ASG that has concluded an ISA will submit a consolidated Annual Report of Interservice or Intraservice Support Agreements of ISAs in effect as of 30 September. These reports will be sent to the Commander in Chief, USAREUR, ATTN: AEAGF-IA, Unit 29351, APO AE

09014, by 15 November each year. The format for these reports is in figure 1.

f. DODI 4000.19 outlines basic concepts, principles, and general ISA guidelines.

(1) When a DOD component is housed on or supported by another DOD-component installation, the receiving activity will comply with the regulations and directives of the supplying installation. When the basic regulations of DOD components conflict, the regulations of the supplying activity will apply.

(2) Basic operating information system (BIOS) (computer and computer-related services) support to non-USAREUR, non-Army activities will be provided by supplying activities on a reimbursable basis and on the same basis as support provided to USAREUR activities. When support increases or decreases by at least 10 percent, the change will be documented on a revised DD Form 1144.

TYPE OF SERVICE	BASIS FOR REIMBURSEMENT	ACTUAL OURS REQUIRED	PRODUCTIVE RATE BY TYPE PERSONNEL	WORKYEARS REQUIRED TO SUPPORT TENANT				
				OFF	ENL	DAC	LN	TOTAL
A-1 CHAPEL & CHAPLAIN SERVICE	MIL/DAC							
A-2 COMMAND ELEMENT	MIL/DAC							
A-3 COMMON-USE FACILITY	SQUARE FOOTAGE							
A-4 DISASTER PREPAREDNESS	MIL/DAC							
A-5 ENVIRONMENTAL COMPLIANCE	MIL/DAC/LN							
A-6 FIRE PROTECTION	SQUARE FOOTAGE							
A-7 LIBRARY	MIL/DAC							
A-8 MORALE & FITNESS	MIL/DAC							
A-9 POLICE SERVICES	MIL/DAC/LN							
A-10 SAFETY	MIL/DAC/LN							
A-11 SHUTTLE SERVICES	MIL/DAC/LN							
B-1 ADMINISTRATIVE SERVICES	MIL/DAC							
B-3 AUTOMATION SERVICES	MIL/DAC							
B-6 COMMUNICATION SERVICES	MIL/DAC/LN							
B-7 COMMUNITY SUPPORT	MIL/DAC							
B-9 CUSTODIAL SERVICES	MIL/DAC/LN							
B-10 EDUCATION SERVICES	MIL/DAC/LN							
B-11 ENGINEERING SUPPORT	SQUARE FOOTAGE							
B-12 EQUIP OPERATION & REPAIR	MIL/DAC/LN							
B-14 REAL PROPERTY SUPPORT	SQUARE FOOTAGE							
B-15 FACILITY MAINT & REPAIR	SQUARE FOOTAGE							
B-16 FINANCE AND ACCOUNTING	MIL/DAC/LN							
B-17 FOOD SERVICE	MIL							
B-18 HEALTH SERVICES								
MEDICAL	MIL							
DENTAL	MIL							
VETERINARY	MIL							
B-19 HOUSING & LODGING	MIL/DAC							
B-21 INSTALLATION SUPPLY	MIL/DAC/LN							
B-22 LAUNDRY	MIL							
B-23 LEGAL SERVICES	MIL/DAC							
B-24 MIL PERSONNEL SUPPORT	MIL/DAC							
B-26 MORTUARY SERVICES	MIL/DAC							
B-29 REFUSE COLLECTION	MIL/DAC/LN							
B-30 RESOURCE MANAGEMENT	MIL/DAC/LN							
B-32 TRANSPORTATION SERVICES	MIL/DAC/LN							
B-33 UTILITIES	MIL/DAC/LN							
<b>TYPE PERSONNEL</b>		<b>PRODUCTIVE RATE</b>						
MILITARY (MIL) .....		1,740 ANNUAL PRODUCTIVE HOURS						
DIRECT-HIRE CIVILIAN (DAC) .....		1,740 ANNUAL PRODUCTIVE HOURS						
DIRECT-HIRE LOCAL NATIONAL (LN) CIVILIAN .....		1,680 ANNUAL PRODUCTIVE HOURS						
INDIRECT HIRE LOCAL NATIONAL (LN) CIVILIAN		1,620 ANNUAL PRODUCTIVE HOURS						

Figure 2. Format for Manpower Annex\*

\*This format will be used as a guide and will not be printed, reproduced, or stocked.

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(3) When a deficiency exists (such as substandard facilities, less-than-authorized space allocations, reduced services), a statement will be entered on DD Form 1144 identifying the deficiency and the basic authority that prescribes the standard for the deficient area. Identifying a deficiency does not require the supplier to correct the deficiency. Facilities that exceed the foreseeable requirements of the supplier may be dedicated to the receiver. The receiver will fund and provide reimbursement for supplier-provided services to the facility when specifically required by the receiver. Provisions of (1) and (2) above apply to facilities dedicated to the receiver.

(4) Support to another DOD component will not be terminated unless both the supplier and the receiver approve. Support may be reduced only when it is proportionally reduced for all receivers. (This does not mean that USAREUR cannot unilaterally lose locations where support is provided to other DOD components.)

(5) When support is no longer required from the supplier through a specific ISA, the action will be formally terminated.

### 7. FUNCTIONAL AGENTS

a. Functional agents are the HQ USAREUR/7A authorities who determine-

(1) The need for an agreement in a specific area of responsibility. When functional agents determine there is a need for an agreement, they will initiate one.

(2) Determine requirements and conditions for the agreement.

b. The agencies listed in appendix B are the functional agents for the specific areas listed. Overall functional agents are as follows:

(1) The Deputy Chief of Staff, Personnel (DCSPER), USAREUR, is the functional agent for actions and agreements pertaining to support of-

(a) Army and Air Force Exchange Service, Europe (AAFES-Eur), operations concluded under authority of AR 60-10, 60-20, 215-1, or 215-2.

(b) Armed Forces Recreation Center (AFRC) in accordance with AR 215-1 or 215-2.

(c) Administration of value-added tax (VAT) relief programs in accordance with USEUCOM Directive 50-1.

(2) The Assistant Deputy Chief of Staff, Personnel (ADCSPER), USAREUR, is the functional agent for—

(a) Administration of interdepartmental, interagency, and interservice MOAs, and MOUs pertaining to morale, welfare, and recreation (MWR) program support according to AR 215-1, AR 215-2, and DOD or USEUCOM agreements, and MWR programs offered by host nation organizations.

(b) USAREUR support to U.S. and International Olympic Committee (IOC) and *Conseil International du Sport Militaire* (CISM) events as authorized by DOD and by AR 215-1 and AR 215-2.

(c) Agency review and approval of MWR support agreements negotiated by subordinate commands that affect USAREUR MWR fund (nonappropriated fund instrumentality (NAFI)) resources.

(3) The ADCSPER (Civilian Personnel) is the functional agent for-

(a) USEUCOM Civilian Personnel Coordinating Committees labor agreements.

(b) Actions required or authorized by USEUCOM Directive 30-6.

(c) Master, supplemental, and other servicing agreements concluded under AR 690-200, chapter 254.

(4) The Deputy Chief of Staff, Intelligence (DCSINT), USAREUR, is the functional agent for special intelligence agreements involving USAREUR assigned or attached intelligence activities. This authority may be delegated to field elements on a fiscal-year basis.

(5) The Deputy Chief of Staff, Operations (DCSOPS), USAREUR, is the functional agent for agreements between USAREUR and the United States Army Materiel Command, Europe (USAMC-E), on fielding new equipment in USAREUR. This authority may be delegated to the Chief, Force Management Division, Office of the Deputy Chief of Staff, Operations, HQ USAREUR/7A.

(6) The Deputy Chief of Staff, Logistics (DCSLOG), USAREUR, is the functional agent for agreements covering retrograde of theater assets. The DCSLOG may delegate this authority to the Future European Task Force Division, Office of the Deputy Chief of Staff, Logistics, HQ USAREUR/7A.

(7) The Deputy Chief of Staff, Engineer (DCSENGR), USAREUR, is the functional agent for agreements in the following areas (authority may be delegated to field elements on a fiscal-year basis):

(a) Construction (AR 415-35).

(b) Environmental matters.

(c) Exchange of real estate between USAREUR and other departments or services (USAREUR Reg 405-5, para 9a(4)).

(d) Family and unaccompanied personnel housing.

(e) Master planning, topographic products, and services (AR 115-11 and USAREUR Supplement 1 to AR 115-11).

(f) Peacetime stationing when USAREUR is the host.

(g) Procedural arrangements on prefinance NATO infrastructure products (USAREUR Reg 415-22 and U.S. and German procedural arrangements for prefinanced NATO common infrastructure projects).

(h) Providing facilities engineering services (AR 420-series publications).

(8) The Deputy Chief of Staff, Information Management (DCSIM), USAREUR, is the functional agent for agreements covering Information Mission Area (IMA) support. The IMA disciplines are automation, communications, printing and publishing, records management, and visual information.

(9) The Staff Finance and Accounting Officer (SFAO), USAREUR, is the functional agent for agreements between military banking facility contractors and the Commander in Chief, USAREUR, for custody accounts and matters pertaining to overseas banking and currency (USEUCOM Dir 50-1 and USAREUR Reg 37-58).

(10) The Judge Advocate (JA), USAREUR, is the functional agent for-

(a) Agreements involving foreign civil process.

(b) Foreign criminal jurisdiction matters (incl matters involving foreign penal institutions).

(c) Matters relating to local and state legal liaison responsibilities with host nation courts, prosecutors, and justice officials.

(11) The Provost Marshal (PM), USAREUR, is the functional agent for-

(a) Establishing, implementing, and enforcing customs policy and procedures.

(b) Negotiating with host nation authorities on questions of procedures, application, and entitlement arising from customs aspects of the NATO Status of Forces Agreement, the Supplementary Agreement, and other related agreements.

## 8. INTERSERVICE OR INTRASERVICE AGREEMENTS

a. Before negotiating a DD Form 1144, commanders will determine whether or not the command and HQ USAREUR/7A can provide additional required manpower spaces that may result from new or expanded workloads. Support (incl support for which reimbursement will be received) that will or may require additional personnel authorizations (for example, hiring new civilian employees) must be coordinated with the Chief, Manpower Division, ODCSR, before a commitment is made.

b. The following are geographic commanders (see glossary) for negotiating and concluding ISAs in their geographic areas (app D has addresses for ISA coordinators):

(1) V Corps.

(2) 21st Theater Army Area Command (for mission agreements).

(3) United States Army Southern European Task Force (USASETAF).

(4) Seventh Army Training Command (7ATC) and 100th ASG.

(5) 6th ASG.

(6) 26th ASG.

(7) 29th ASG (mission).

(8) 53d ASG.

(9) 80th ASG.

(10) 98th ASG.

(11) 104th ASG.

(12) 254th BSB (negotiation only).

c. The following are geographic commanders who may negotiate and conclude ISAs only within their respective area of responsibility or capability:

(1) Commander, European Health Service Support Area (EHSSA).

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(2) Commander, 7th Army Reserve Command (7th ARCOM).

(3) Commander, 100th Medical Detachment (VS).

(4) Commander, 1st Personnel Command (1st PERSCOM).

(5) PM.

(6) Principal Assistant Responsible for Contracting (PARC), USAREUR.

d. To enable ISA coordinators in the organizations in b above to reference an MOA or an MOU to an ISA, each DD Form 1144 ISA will include the following statement when the ISA implements an MOA or an MOU:

This ISA implements MOA or MOU, subject:

\_\_\_\_\_  
ODCSRM File No. \_\_\_\_\_ for (USAREUR command or ASG).

### 9. SUPPORT AGREEMENTS

**a. Supplying Support.** The supplying commander will establish a support agreement with the receiving commander as prescribed in DODI 4000.19. The supplying activity will prepare DD Form 1144. The receiving activity will request support by category and quantity and will provide a specific description of the desired support. The receiving activity will insert the description in the support agreement under "Supplier Will."

(1) USAREUR supplying activities will review existing DD Form 1144 support agreements as prescribed in DODI 4000.19. When an increase is identified, the geographic commander (paras 8b and c) will ask the receiving activity to provide personnel spaces or augmentation and funds to compensate for the increase until the permanent manpower and budget adjustments are made. The supplying activity will revise that portion of the agreement to show the change. If the review shows that a substantial decrease in support requirements has occurred, USAREUR supplying activities will make the appropriate changes to DD Form 1144.

(2) As suppliers, ISA coordinators will apply actual costs (as available) when supporting a DOD organization through an ISA. When USAREUR is the receiver, costs on an ISA will be actual supplier costs (as available). Costs submitted by the supplier to the receiver (USAREUR) in preparation of an ISA that exceed the USAREUR-applied cost factors (USAREUR Cir 37-11) will be reported to the

Commander in Chief, USAREUR, ATTN: AEAGF-IA, Unit 29351, APO AE 09014, before the ISA is concluded. The supplier must explain the reason for the higher cost.

**b. Receiving Support.** Commanders of USAREUR organizations whose units depend on another department or service for full or partial logistic support will coordinate the negotiation and conclusion of their support agreements with the appropriate geographic commander in paragraphs 8b or c. USAREUR commanders who request support will ensure funds are available to pay for supplies and services for which the supplying activity must be reimbursed.

### 10. MEMORANDUMS OF AGREEMENT AND UNDERSTANDING

a. MOAs and MOUs establish command-to-command relationships, statements of fact, intentions, procedures, and matters of coordination agreed on by the signatories. MOAs and MOUs are not substitutes for formal interservice, intra-service, interdepartmental, or interagency support agreements. The memorandums document procedures within which interdepartmental, interagency, interservice, or intra-service support agreements are negotiated and concluded. MOAs and MOUs will be negotiated and concluded at ODCSRM (AEAGF-IA) according to AR 5-8.

b. A USAREUR command, agency, or functional agent may initiate an MOA or MOU. Before concluding an MOA or MOU, the executive agent will ensure the JA has reviewed the MOA or MOU. Concluding an MOA or MOU before establishing an ISA is not required unless the MOA or MOU is requested by either the supplying or receiving activity.

c. When an MOA or MOU is required, USAREUR commanders will prepare a draft and submit it to the executive agent, through the functional agent, for negotiation and conclusion.

d. The Chief, Agreements Division, ODCSRM, will-

(1) Ensure the MOA or MOU is necessary.

(2) Coordinate with heads of appropriate HQ USAREUR/7A staff offices and commanders of appropriate USAREUR commands.

(3) Negotiate and conclude the MOA or MOU.

(4) Designate an administrator or administrators.

(5) Distribute completed copies of the MOA or MOU to agencies concerned.



## 11. BILLING AND REIMBURSEMENT

a. To ensure USAREUR receives full reimbursement for support provided according to an MOA or MOU and support agreements, USAREUR suppliers must coordinate financial matters and reimbursement procedures with their RMOs and finance and accounting officers before finalizing the MOA or MOU.

b. Appendix B lists reimbursable support and proponent functional agents. The basic concepts and criteria of DODI 4000.19 for financing support apply.

c. Reimbursement ordinarily will be waived and support will be provided on a nonreimbursable basis for amounts less than \$100 per quarter. Reimbursement may not be waived for stock-fund transactions or for support provided by or to activities that operate under an industrial fund or Defense Business Operating Fund (DBOF). Contracts or services provided under contract for the sole use of the tenant (such as commercial telephone lines, packing, crating) will provide a direct citation of funds based on the receiving-activity fund cite.

d. USAREUR Circular 37-11, table 8, should be used only to provide cost estimates for ISAs. Earnings should be based on actual costs.

## 12. MEDICAL, DENTAL, AND VETERINARY SUPPORT

AR 40-3 prescribes health services support. Before concluding an MOA, an MOU, or other agreement (such as an ISA) that includes provisions for health services support, geographic commanders (paras 8b and c) must coordinate provisions with the Commander, EHSSA, ATTN: MCEURM, CMR 402, APO AE 09180, through the local medical, dental, or veterinary activity commander.

## 13. SUPPORT OF ARMY UNITS AT USAFE BASES OR IN REMOTE AREAS

a. ASG commanders will support USAREUR units on USAFE installations or in areas remote from a U.S. support activity, unless specified in an appropriate ISA.

b. Non-USAREUR U.S. Army units and their subordinate units that require support should contact the appropriate USAREUR geographic commander about support requirements that pertain to USAREUR-provided support (AR 5-8 and applicable higher-level support agreements). Non-USAREUR U.S. Army units include-

- (1) 5th Signal Command.
- (2) USAMC-E.

(3) Military Transportation Management Command.

(4) United States Army Intelligence and Security Command.

(5) United States Army Criminal Investigation Command.

(6) EHSSA.

c. On concluding an agreement, the USAREUR supplier will provide a copy of the agreement to the receiver and to the receiver's headquarters.

## 14. LIAISON PERSONNEL SUPPORT

Support for U.S. military liaison personnel stationed with another service will be reimbursable. Support to U.S. personnel assigned to a NATO headquarters is nonreimbursable (DODI 2010.1).

## SECTION III INTRASERVICE AGREEMENTS

### 15. GENERAL

This section-

a. Applies to agreements between USAREUR and U.S. Army elements in the USAREUR geographic area of responsibility.

b. Provides policy on intraservice support agreements.

### 16. POLICY

USAREUR policy includes support relationships between USAREUR commands and HQ USAREUR/7A staff offices. Formal support agreements (MOAs and MOUs) between USAREUR commands and HQ USAREUR/7A staff offices will not be made. If two USAREUR commands need to document important requirements between each other, the following documents may be written instead of an MOA or an MOU:

a. Joint standing operating procedure.

b. Letter of instruction.

c. Exchange of memorandums signed by respective commanders.

### 17. INTRASERVICE SUPPORT

Intraservice support will be provided according to AR 5-8.

a. Intraservice procedures apply when a USAREUR unit or activity provides administrative or logistic support to a tenant U.S. Army activity that is not assigned or attached to

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USAREUR. Such support will be documented on DD Form 1144.

b. Conclusion of an MOA or MOU for normal base operations support is not required unless requested by either the host or the tenant. If an MOA or MOU is requested, the host will prepare a draft agreement that incorporates the support requirements of the requesting unit and send the agreement to the Commander in Chief, USAREUR, ATTN: AEAGF-IA, Unit 29351, APO AE 09014, with a request for negotiation and conclusion. The concluded agreement is the authority for USAREUR units to conclude an intraservice support agreement to provide required support to the U.S. Army tenant.

c. Support for work or services provided on a reimbursable basis will be documented on DD Form 448.

### **SECTION IV USAREUR DEFENSE REGIONAL INTERSERVICE SUPPORT PROGRAM**

#### **18. GENERAL**

USAREUR supports and takes part in the DRIS Program established in DODI 4000.19.

#### **19. POLICY**

The USAREUR DRIS Program includes centralized control and decentralized execution when consolidating support capabilities between USAREUR elements and other DOD services, departments, and agencies. The DRIS Program emphasizes eliminating duplicate support capabilities without adversely affecting mission accomplishment.

#### **20. USAREUR INTERSERVICE SUPPORT COORDINATORS**

a. USAREUR interservice support coordinators will be established as follows:

(1) The USAREUR primary interservice support coordinator is the Chief, Agreements Division, ODCSRM.

(2) The commanders in paragraphs 8b and c will designate interservice support coordinators and submit the coordinator's name, office, military address, and telephone numbers (military and civilian), message address, DOD activity address code, and fax number to the Commander in Chief, USAREUR, ATTN: AEAGF-IA, Unit 29351, APO AE 09014, by 31 March each year and as changes occur.

b. The primary USAREUR interservice support coordinator will call meetings of interservice support coordinators.

**APPENDIX A  
REFERENCES, RELATED PUBLICATIONS,  
AND FORMS**

**A-1. DOD PUBLICATIONS**

DOD 1400.16D, Interdepartmental Civilian Personnel  
Administration Support

DOD Instruction 2010.1, Support of International Military  
Activities

DOD Instruction 4000.19, Interservice, Interdepartmental,  
and Interagency Support

**A-2. ARMY REGULATIONS**

AR 5-8, Host-Supported Activity Relationships (Intraservice)

AR 5-9, Intraservice Support Installation Area Coordination

AR 25-1, The Army Information Resources Management  
Program

AR 30-1, The Army Food Service Program

AR 37-1, Army Accounting and Fund Control

AR 37-60, Pricing for Materiel and Services

AR 40-3, Medical, Dental, and Veterinary Care

AR 60-10, Army and Air Force Exchange Service General  
Policies

AR 60-20, Army and Air Force Exchange Service Operating  
Policies

AR 95-1, Army Aviation: Flight Regulations

AR 115-11 with USAREUR Supplement 1, Army  
Topography

AR 210-20, Master Planning for Army Installations

AR 210-50, Housing Management

AR 215-1, Administration of Army Morale, Welfare, and  
Recreation Activities and Nonappropriated Fund  
Instrumentalities

AR 215-2, The Management and Operation of Army  
Morale, Welfare and Recreation Programs and  
Nonappropriated Fund Instrumentalities

AR 405-10, Acquisition of Real Property and Interests  
Therein

AR 405-70, Utilization of Real Estate

AR 415-35, Minor Construction

AR 420-series, Facilities Engineering

AR 690-200, General Personnel Provisions

**A-3. USEUCOM DIRECTIVES**

USEUCOM Directive 30-6, Local National Personnel

USEUCOM Directive 50-1, Financial Services-  
USEUCOM Area

**A-4. USAREUR REGULATIONS**

USAREUR Regulation 1-3, International Agreements and  
Third-Party Agreements

USAREUR Regulation 25-1, USAREUR Information  
Resources Management Program

USAREUR Regulation 37-58, Supply, Acquisition,  
Disposition of United States and Foreign Currency

USAREUR Regulation 210-50, Housing Management

USAREUR Regulation 220-5, USAREUR Peacetime  
Stationing

USAREUR Regulation 405-4, Acquiring, Managing, and  
Disposing of Real Estate in Belgium, The Netherlands,  
Luxembourg, France, and the United Kingdom

USAREUR Regulation 405-5, Acquisition, Administration,  
and Disposal

USAREUR Regulation 405-8, Acquisition, Administration,  
and Disposal of Real Estate in the Federal Republic of  
Germany.

USAREUR Regulation 405-9, Acquisition, Administration,  
and Disposal of Real Estate in Italy

USAREUR Regulation 405-10, Recovery of Residual Value  
of U.S Improvements to Foreign Real Estate

USAREUR Regulation 405-11, Provision of Alternate  
Facilities by the Federal Republic of Germany

USAREUR Regulation 405-15, Facilities Utilization  
Management

USAREUR Regulation 415-22, NATO Infrastructure  
Program

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USAREUR Regulation 550-175, Border Crossings and Custom Control in Germany

USAREUR Regulation 600-700, Identification Cards and Individual Logistic Support

USAREUR Regulation 750-19, General Support Repair Program

## **A-5. USAREUR CIRCULAR**

USAREUR Circular 37-11, Resource Factors Handbook

## **A-6. FORMS**

DD Form 1144, Support Agreement

DD Form 448, Military Interdepartmental Purchase Request

DD Form 448-2, Acceptance of MIPR

**APPENDIX B**  
**REIMBURSABLE SUPPORT AND PROPONENT FUNCTIONAL AGENTS**

Table B-1 lists types of support available and the functional agent responsible for overseeing that support. The glossary explains abbreviations used in the table

<b>Table B-1</b>	
<b>Reimbursable Cost and Proponent Functional Agents</b>	
<b>Support</b>	<b>Functional Agent</b>
Acquisition, maintenance, and repair	DCSENGR
Administrative tasks supporting the tenant's mission:	
a. Computer data processing	DCSIM
b. Automation and data processing training	DCSIM
c. Finance and accounting	SFAO
d. Civilian personnel servicing:	
(1) Intra-Army civilian personnel servicing arrangements (notes 1 and 2)	DCSPER
(2) Interagency servicing between DOD elements (notes 3 and 4)	DCSPER
e. Local reproduction	DCSIM
f. Government-owned and user-operated IMA Tier II and III equipment maintenance	DCSIM
g. Visual information	DCSIM
Aeromedical evacuation	Cdr, EHSSA
Aircraft de-icing	DCSLOG
Aircraft landing fees	DCSOPS
Aircraft maintenance	DCSLOG
Army aviation matters	DCSOPS
Bulk petroleum	DFRE
Chaplain (except contract chaplains and temporary duty costs)	Chaplain, USAREUR
Civilian payroll	SFAO
Civilian support services	DCSPER and DCSRM
Commercial-leased long lines (used predominantly by tenant)	Cdr, USACCO
Commissary support, messing, food service	DCSLOG
Communication services:	
a. Toll charges	Cdr, 5th Sig Cmd
b. Telegraph exchange, fax, and message services (such as electronic mail)	Cdr, 5th Sig Cmd
c. Commercial telephones and leased local lines	Cdr, 5th Sig Cmd
Communications service (common-user):	
a. Military telecommunications (classes A and C telephones, local and long-distance calls, communications center)	DCSIM

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b. Programmed-leased and military long lines	Cdr, USACCO
Construction programming	DCSENGR
Courier services	DCSIM
Custodial services	DCSENGR
Customs	PM and USAREUR Customs Executive Agency (German Customs)
Defense Reutilization and Marketing Region, Europe	DCSLOG
Dependent education	DCSPER
Design, surveillance, and administration of installations and facilities	DCSENGR
DOD-controlled family and unaccompanied personnel housing	DCSENGR
Emergency loan of equipment	DCSLOG
Entomology service (note 5)	DCSENGR
Environmental quality control	DCSENGR
Explosive ordnance disposal	DCSLOG
Facilities engineer overhead	DCSLOG
Facility construction, alterations, additions, expansions, and improvements	DCSENGR
Fire-protection support that is a tenant-unique requirement	DCSENGR
Housing referral service	DCSENGR
IG services	IG
Laundry and drycleaning	DCSLOG
Law enforcement	PM
Legal services and claims	JA
Local area networks, facility area networks, and community area networks	DCSLOG
Maintenance and repair of real facilities	DCSENGR
Maintenance support (excl military labor)	DCSLOG
Maintenance that was not performed or would not be accomplished if the tenant did not need the space provided	DCSENGR
Master planning	DCSENGR
Medical and dental services	Cdr, EHSSA
Medical supplies	Cdr, USAMMCE
Military bank contracting and related services	SFAO
Mortuary services	Cdr, 21st TAACOM
Nonappropriated fund activities	DCSPER
On- and off-duty education services	DCSOPS
Noncombatant evacuation operations	DCSOPS

Nontactical vehicles (such as sedans and carryalls) and nontactical vehicle rental	DCSLOG (AEAGD-BP)
Packing and crating	DCSLOG
Personal affairs	DCSPER and JA
Police protection (if not contracted)	PM
Procuring, purchasing, and contracting	PARC
Public information	CPA
Real property rentals	DCSENGR
Records administration and forms management	DCSIM
Recreation services (excl payment of sports officials) for unit-level sports	DCSPER
Refuse collection and disposal services	DCSENGR
Repair parts: furniture, appliances, food service equipment, frequency converters, and air conditioning and refrigeration systems	DCSENGR
Search and rescue	DCSLOG and Cdr, 1st TMCA
Shipment of personal effects and household goods (connected with a permanent change of station move)	DCSLOG
Snow and ice removal (note 5)	DCSENGR
Storage and warehousing	DCSLOG
Storage space, real property (except when leased)	DCSLOG and DCSENGR
Street sweeping	DCSENGR
Supply and disposition of currencies	SFAO and DCSRM
Support to Department of Defense Dependent Schools	DCSPER
Topographic products and services (except when provided to DOD activities in response to validated requirements)	DCSENGR
Traffic management assistance	DCSLOG and Cdr, 1st TMCA
Transportation of people	DCSLOG and Cdr, 1st TMCA
Transporting items	DCSLOG and Cdr, 1st TMCA
Travel	SFAO
USAREUR Civilian Support Agency	DCSPER
Utilities	DCSENGR
Veterinarian service	Cdr, 100th Medical Detachment (VS) & 30th Medical Brigade
Water terminal and stevedore support	DCSLOG

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Weather service equipment maintenance	DCSINT
<p><b>NOTES:</b> 1. Civilian personnel servicing will be nonreimbursable when both the servicing and the serviced activities are financed by OMA appropriations.</p> <p>2. Army industrial fund servicing activities will cover funds on a reimbursable basis when the servicing and the serviced activity are financed by different Army appropriations.</p> <p>3. When interagency civilian personnel administration support does not involve significant costs, support will be provided on a nonreimbursable basis.</p> <p>4. When the arrangements in 3 above are not practical, cross-servicing arrangements will be made by mutual agreement between the departments or agencies concerned. The arrangements may not be practical if the costs of the services are significant, there is reasonable basis for budgeting the costs, or the manpower resources to do the job are not available.</p> <p>5. Reimbursable for Government agencies outside DOD.</p>	



**APPENDIX C****CHECKLIST FOR INTERSERVICE OR INTRASERVICE SUPPORT AGREEMENT COORDINATORS**

Interservice or intraservice agreement (ISA) coordinators will use the checklist in table C-1 when completing ISAs. ISA coordinators will complete the checklist each time they begin an ISA.

<b>Table C-1 ISA Checklist</b>			
	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
Is support received or provided in existing directives?			
Are estimated additional costs based on previous experience or a comprehensive estimation?			
What effect would a contingency or mobilization have on the receiver or supplier?			
Are necessary actions taken for significant changes that affect the supplier or receiver with resources (funds or manpower)?			
Are requirements established by the agreement met in a cost-effective manner?			
Does the resource management officer (RMO) have access to the support agreement?			
Does the RMO include dollars for agreements (supplier or receiver) in the organizational budget?			
Does the RMO work closely with the ISA coordinator on significant cost-factor changes that may affect the budget or support? (These cost factors may include wages, utilities, and price increases.)			
Have enough copies of the agreement been provided?			
Is the support agreement index used to check and update ISA files?			
Are current agreements pertaining to ISA functions on file?			
Are suspenses met when established by the support agreement or higher headquarters?			
What action is taken to eliminate delinquent suspenses?			
When was the last inspection of agreement responsibilities completed?			
Are cost estimates adequate and developed in a professional manner?			
Do the cost estimates defend the budget?			
Are functional managers or supervisors aware of the limits of responsibilities and costs under the agreements?			
Do functional managers or supervisors adequately document incurred costs under the support agreement?			
Was coordination made with receiver or supplier counterparts to ensure responsibilities are agreeable?			
Are military interdepartmental purchase requests and military interdepartmental purchase requests acceptance documents processed at least once each year to implement reimbursable support identified in DD Form 1144 (Support Agreement)?			

**USAREUR Reg 1-7****APPENDIX D****ADDRESSES FOR INTERSERVICE SUPPORT AGREEMENT COORDINATORS**

<b>Address</b>	<b>Telephone Number</b>	<b>Fax Number</b>
Commander, V Corps ATTN: AETV-GF-P, Unit 29355, APO AE 09014	370-5549	370-5596
Commander, 21st Theater Army Area Command ATTN: AERRM-B, Unit 23203, APO AE 09263	484-707	484-7017
Commander, United States Army Southern European Task Force ATTN: AESE-GLH, Unit 31401	634-7307/7959	634-7742
Commander, 6th Area Support Group ATTN: AESG-L, CMR 423, APO AE 09107	421-2348/2872	421-2929
Commander, 26th Area Support Group ATTN: AEUSG-RM-B, Unit 29237, APO AE 09102	370-7883/6683	370-8594
Commander, 29th Area Support Group ATTN: AERAS-Q-ES, CMR 429, APO AE 09054	483-8117/7387	483-7545
Commander, 53d Area Support Group ATTN: AETV-BKG-DL, Unit 24307, APO AE 09252	490-5880-5878	490-5787
Commander, 80th Area Support Group ATTN: AERSH-LR, CMR 451, APO AE 09708	361-5141/5471	361-5320
Commander, 98th Area Support Group ATTN: AETV-WG-K, Unit 26622, APO AE 09244	350-6160/6700	350-6634
Commander, 100th Area Support Group ATTN: AETT-SG-DOL, Unit 28130, APO AE 09114	475-8351	475-8485/ 6143
Commander, 104th Area Support Group ATTN: AETV-HUG-D, Unit 20193, APO AE 09165	322-1340	322-8208
Commander, 254th Base Support Battalion ATTN: AERAN-LR, Unit 21602, APO AE 09703	360-7535	360-7268
Commander, European Health Service Support Area ATTN: MCEU-RM, CMR 402, APO AE 09180	486-7140/7377/8323	
Commander, 100th Medical Detachment (VS) Unit 29244, APO AE 09102	371-2805	
Commander, 7th Army Reserve Command Unit 29238, APO AE 09102	379-6543/6013	379-6380
Commander, 1st Personnel Command ATTN: AEUPE-PSSD-PS, Unit 29058, APO AE 09081	379-7685	
Provost Marshal, USAREUR ATTN: AEAPM-O, Unit 29351, APO AE 09014	380-7338	
Principal Assistant Responsible for Contracting, USAREUR ATTN: AEAPR-PA-PL, Unit 29351, APO AE 09014	370-8390/8117	370-7281/7890

## GLOSSARY

### SECTION I ABBREVIATIONS

1st PERSCOM	1st Personnel Command
1st TMCA	1st Transportation Movement Control Agency
5th Sig Cmd	5th Signal Command
7ATC	Seventh Army Training Command
7th ARCOM	7th Army Reserve Command
21st TAACOM	21st Theater Army Area Command
266th TFC	266th Theater Finance Command
AAFES-Eur	Army and Air Force Exchange Service, Europe
ADCSPER	Assistant Deputy Chief of Staff, Personnel, USAREUR
AFRC	Armed Forces Recreation Center
ASG	area support group
BIOS	basic operating information system
cdr	commander
CISM	<i>Conseil International du Sport Militaire</i>
CPA	Chief, Public Affairs, USAREUR
DA	Department of the Army
DAC	Department of the Army civilian
DBOF	Defense Business Operating Fund
DCSENGR	Deputy Chief of Staff, Engineer, USAREUR
DCSIM	Deputy Chief of Staff, Information Management, USAREUR
DCSINT	Deputy Chief of Staff, Intelligence, USAREUR
DCSLOG	Deputy Chief of Staff, Logistics, USAREUR
DCSOPS	Deputy Chief of Staff, Operations, USAREUR
DCSPER	Deputy Chief of Staff, Personnel, USAREUR
DCSRM	Deputy Chief of Staff, Resource Management, USAREUR
DFRE	Defense Fuel Region, Europe
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODI	Department of Defense instruction
DRIS	Defense Regional Interservice Support
EHSSA	European Health Service Support Area
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IG	Inspector General, USAREUR
IMA	Information Mission Area
IOC	International Olympic Committee
ISA	interservice or intraservice agreement

JA	Judge Advocate, USAREUR
LN	local national
MIPR	military interdepartmental purchase request (DD Form 448)
MOA	memorandum of agreement
MOU	memorandum of understanding
MWR	morale, welfare, and recreation
NAFI	nonappropriated fund instrumentality
NATO	North Atlantic Treaty Organization
ODCSRM	Office of the Deputy Chief of Staff, Resource Management, HQ USAREUR/7A
OMA	Operation and Maintenance, Army
PARC	Principal Assistant Responsible for Contracting, USAREUR
PM	Provost Marshal, USAREUR
RMO	resource management office
SFAO	Staff Finance and Accounting Officer, USAREUR
U.S.	United States
USACCO	United States Army Commercial Communications Office
USAFE	United States Air Forces in Europe
USAMC-E	United States Army Materiel Command, Europe
USAMMCE	United States Army Medical Materiel Command, Europe
USAREUR	United States Army, Europe
USASETAF	United States Army Southern European Task Force
USEUCOM	United States European Command
VAT	value-added tax

### SECTION II TERMS

#### **geographic commander**

The person who is assigned support responsibilities within a geographic area. In USAREUR, the regional commander is the geographic commander.

#### **individual logistic support**

Support provided to authorized individuals as prescribed by USAREUR Regulation 600-700.

#### **interagency agreement**

An agreement between agencies of the U.S. Government. The agreement provides for receiving or providing support when one party is not a DOD agency.

#### **interdepartmental agreement**

An agreement between departments of the U.S. Government. The agreement provides for receiving or providing support when one party is not a DOD agency.

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### **interservice agreement**

An agreement between DOD agencies. The agreement provides for receiving or providing support when one party is not a DA agency.

### **intraservice agreement**

An agreement between DA agencies. The agreement provides for receiving or providing support when one party is not under USAREUR authority.